

## DUTY STATEMENT

<b>ORGANIZATION (DIVISION/REGION/BOARD)</b> SWRCB – Division of Water Rights	<b>UNIT</b> Drought Planning, Hearings and Special Projects Section	<b>POSITION #</b> 880-300-3844-053	<b>DATE</b> 5/19/2022
<b>NAME OF EMPLOYEE (IF APPLICABLE)</b> Vacant			
<b>CURRENT CLASSIFICATION</b> Senior Water Resource Control Engineer (Specialist)		<b>PROPOSED CLASSIFICATION (IF APPLICABLE)</b>	
<b>NAME OF SUPERVISOR</b> Conny Mitterhofer			
<b>CURRENT CLASSIFICATION OF SUPERVISOR</b> Supervising Water Resource Control Engineer		<b>REVIEWED AND APPROVED BY SIGNATURE</b>	
<b>SUPERVISION EXERCISED (IF APPLICABLE)</b>			
<b>1. DIRECTLY SUPERVISED</b>		<b>2. INDIRECTLY SUPERVISED</b>	
<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>	<b>NO. OF EMPLOYEES</b>	<b>CLASS TITLE</b>
N/A	N/A	N/A	N/A
<b>DESCRIPTION OF DUTIES: SUMMARIZE THE REGULARLY ASSIGNED DUTIES OF THE POSITION, EXPLAIN MOST IMPORTANT DUTIES FIRST. LIST THE PORTION OF TIME BY PERCENTAGE IN LEFTHAND COLUMN, EXTRA SHEETS MAY BE ATTACHED.</b>			
<b>% OF TIME</b>	<b>DUTIES</b>		
25%	<p>Under the direction of a Supervising Water Resource Control Engineer and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. Specific responsibilities include:</p> <p>Work with multi-disciplinary technical staff conducting engineering drought activities, including evaluation of engineering related drought forecasts, reservoir operations, diversion structures and operations, and related regulations and laws associated with operations of such facilities. Review public documents for sound engineering practices and accuracy, including materials associated with curtailments, emergency regulations, complaints, and other drought-related activities. Lead development and implementation of drought policies and administrative activities, including managing work plans, technical support contracts, assessing and supporting staff activities to achieve Board and water right activities and policies. Quantification and communication of program work, including drought-related curtailment and water availability and supply activities. The incumbent will provide, advise, and collaborate on drought planning research, monitoring efforts, and data management pilot projects associated with water right diversions and meters. Provide engineering expertise for Division work related to field inspections to measure stream flows, reservoir capacities and hydraulic capacities of diversion works, determining if water diversion facilities are operating in accordance with their water rights, and conducting or preparation of water balances related to beneficial use of water.</p>		
20%	<p>Act as a liaison between the State Water Board's Division of Water Rights' (Division) Hearings and Special Projects Section (Section) and the newly established Administrative Hearings Office to help coordinate work. In that capacity, review and analyze proposed orders and decisions prepared by the Administrative Hearings Office and supporting information such as water quantity, water quality, and engineering analyses and data. Provide technical support and advice to Board Members, the Executive Director, and other Water Board staff including participation in Board</p>		

	<p>Member briefings, closed sessions, and public meetings as part of the Board's deliberations on a proposed order or decision and draft revisions requested by the Board. This work includes, but is not limited to, technical evaluations and investigations, analysis of hearing exhibits and testimony, and development of associated rulings, orders, decisions and other materials, presentation of those materials, and other activities. Serve as a technical advisor to the Board on petitions for reconsideration of Board decisions. Assist the Office of the Attorney General in litigation challenging Board decisions. Develop and implement program and process improvements. Prepare Budget Change Proposals for the acquisition of new staff and resources. Prepare legislative bill analyses and other duties related to drought planning and management, hearings, and water right permitting as required.</p>
15%	<p>Using sound engineering practices, conduct hydrologic analyses of Statement of Water Diversion and Use (Statement) data to inform decisions by the State Water Board and other agencies regarding water allocation, curtailments, and protection of public trust resources. Provide necessary calculations of diversions, pumping rates, pumping efficiencies, and integrate these with data reporting and management requirements. Prepare reports of investigation detailing technical findings and recommendations for necessary actions to ensure project compliance. Acts as engineering staff expert to lead, oversee, and participate in the development and implementation of robust approaches, analytical tools, methodologies, models, and other tools for water availability analyses, data management, and data visualization to support the Division of Water Rights' drought management, enforcement, and water right permitting programs. Prepare or assist with the preparation of hydrologic models for watershed dry year evaluations and assist with regional efforts to create voluntary drought agreements. Integrate modeling and/or remote sensing techniques and other methods to estimate water use into the Division of Water Rights' workflows.</p>
15%	<p>Oversee and serve as lead staff member on complex State Water Board water right hearings, workshops, and Board meetings, including: 1) scheduling; 2) preparation of notices; 3) preparation, review, analysis, and evaluation of supporting engineering, modeling, water quality, hydrologic, environmental, and other technical analyses, submittals, testimony, and exhibits; 4) preparation of complex staff reports and analyses, orders, and decisions; and 5) preparation, review, and evaluation of supporting environmental documents prepared pursuant to California Environmental Quality Act.</p>
10%	<p>Develop, facilitate the adoption of, and implement State Water Board policies and regulations for permitting water availability analysis, water right curtailment, and minimum instream flow requirements for the protection of fish and wildlife and other public trust resources within the State Water Board's purview, with an emphasis on sound engineering principles, cost efficiencies, and practices. Revise and update existing regulations for the measurement and reporting of water diversion and use in coordination with the Division's enforcement and data modernization staff.</p>
10%	<p>Develop and implement new methodologies for data visualization and public outreach on a variety of topics related to drought planning and management, including but not limited to water availability analysis, drought-related regulations, instream flow requirements, and water diversion measurement and reporting. Develop and implement outreach materials, website updates, media messaging, public workshops, meetings, and outreach events. Scope, plan, and conduct meetings to better understand environmental needs and the needs of senior and junior water right holders in drought-</p>

<p>5%</p>	<p>affected watersheds. Host outreach events to collaborate with partner agencies, water right holders, non-governmental organizations, and other stakeholder groups on the development of alternatives to drought curtailments including but not limited to private party forbearance agreements and voluntary drought agreements. Coordinate with staff from the other Water Board regions, Divisions, and offices to increase and improve coordination, communication, and stakeholder engagement on drought planning and response actions. Activities would include, but not be limited to, providing early notification of dry-year conditions and potential water shortages; coordinating roll-out of technical tools and methodologies for stakeholders and the public; managing stakeholder engagements and comments on Division of Water Rights processes, permits, and curtailment actions; organizing and attending meetings, workshops, and webinars and preparation and distribution of written materials (fact sheets, drought action websites, etc.).</p> <p>Other duties as required.</p> <p>Employee Signature: _____ Date Signed: _____</p>
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